



## SELF-SERVICE LAUNDRY REGISTRATION CERTIFICATE SUPPLEMENTAL INFORMATION

Office of the City Clerk License Division  
200 E. Wells St. Room 105, Milwaukee, WI 53202  
(414) 286-2238 [license@milwaukee.gov](mailto:license@milwaukee.gov)  
[www.milwaukee.gov/license](http://www.milwaukee.gov/license)

### Who Needs this Certificate?

Any person or business operating a self-service laundry must obtain this certificate.

A self-service laundry is an establishment used by the general public to wash or dry clothes or other fabrics.

#### Exception:

A certificate is not needed for a self-service laundry in a residential building used only by people who live in the building.

### Registration Period

Registration will expire 1 year from date of issuance

### Application

Submit the following items:

- \$125 fee
- Business License Application (ccl-busapp)
- Business License Plan of Operation (busplan)
- Weights & Measures License Supplemental Application (ccl-w&m1) and applicable fee - This license is needed for your timing devices.

### Requirements

See the "Business License Information" sheet for a list of requirements that must be met by all business license applicants.

### Contact the Health Department

At least 24 hours after filing the application, contact the Health Department at (414) 286-3674 to schedule an inspection.

### Vending Machines

You may need to obtain a Food License if you have a vending machine. An application can be obtained at [www.milwaukee.gov/license](http://www.milwaukee.gov/license) or from our office.

If you sell only bottled or canned non-alcohol drinks that do not require refrigeration, a Food License is not needed.

### Regulations

- If the business will be open between 10 pm and 6 am, an adult person must be on the premise and in charge at all times.
- See Milwaukee Code of Ordinances 75-1 for a complete list of regulations.
- [www.milwaukee.gov/cityclerk/ordinances](http://www.milwaukee.gov/cityclerk/ordinances)